



**Charge Ahead Colorado
Grant Application Form**

The Colorado Energy Office (CEO) provides grants for electric vehicle (EV) charging stations through Charge Ahead Colorado (CAC).

The purpose of this application is to provide the grant evaluation team with an understanding of the applicant's proposed project, level of planning and commitment to electric vehicle charging stations, as well as their preparedness to implement the proposed project.

All applications must be submitted using CEO's grant portal. Applicants must review the Charge Ahead Colorado Grant Program Application Guide ("Guide") prior to submitting an application. This Guide is intended to provide participants with a thorough understanding of the program's objectives, requirements, and funding process. Prior to submitting an application, applicants must confirm that they have read the Application Guide.

Section I. Contact Information and Background Information

Organization Name:	Routt County
Organization Type:	County
Organization Address:	135 6 th Street, Steamboat Springs, CO 80487
County:	Routt
Contact Name:	Joe Stepan
Title:	Facilities Division Manager
Contact Phone Number:	970 870 5309
Contact Email Address:	jstepan@co.routt.co.us
Organization Website:	co.routt.co.us
Secondary Contact Name:	Caroline McClenahan
Secondary Contact Title:	Grants Administrator
Secondary Contact Email:	cmcclenahan@co.routt.co.us
Secondary Contact Phone:	970 870 5345

Number of Level 2, Dual Port Charging Stations Requested:	<u>2</u>
Number of DC Fast-Charging (DCFC) Stations Requested:	
Total Funding Requested Based on CAC Grant Maximums (Dollar Amount):	<u>\$18,000</u>
Anticipated Date of Completion:	<u>July 1, 2023</u>

Section II. Mandatory Criteria

Applicants must adhere to the following criteria to be eligible for project funding.

General

1. Applicants must have title ownership of the site or facility where the proposed charging station is being installed. If not, applicants must provide written approval for charging station installation from the title owner of the site with their application.
2. We request that applicants whose location is governed by an HOA include a formal resolution or letter of intent from the applicant's HOA Board with their application.
3. For Multifamily Housing (MFH), the charging stations must be commonly accessible to all residents and not dedicated to individual units.
4. Charging stations required by local code will not be funded. Only charging stations going beyond local code requirements will be considered for funding.
5. The station(s) must be kept operational and in service for a minimum of 5 years.
6. The station(s) must have a dedicated parking space for EV charging only. The dedicated parking space(s) must be equal to the number of vehicles that can be charged simultaneously. Signage indicating "EV Parking Only" must be included for each space.
7. Applications and associated documentation are subject to Colorado Open Records Act requests (CORA).

Procurement

1. Projects implemented prior to receiving an award and an executed Purchase Order from CEO are not eligible for funding.
2. Upon award, CEO will provide a mandatory training for all program applicants. Do not select vendors or execute any agreements prior to this meeting.
3. Only work occurring during an executed Purchase Order is eligible for reimbursement.
4. Charging stations must be purchased and not leased to be eligible for funding.
5. Applicants must provide the minimum required match for each charging station as outlined in the program funding table.

Technology, Operations and Data

1. DC Fast-Charging (DCFC) stations may include dual standard (CCS and CHAdeMO plugs) or CCS only.
2. All charging stations must be certified by Underwriters Laboratories, ETL Listed or an equivalent certification. Units must be compliant with the current version of the National Electrical Code (NEC) Article 625.f
3. Awardees are required to purchase 5 years of software and warranty to ensure ongoing operability of the charging station(s).
4. Charging station installation must be performed by an electrician licensed to transact business in the State of Colorado and who maintains appropriate types and levels of insurance coverage as outlined in the [State's Terms and Conditions](#).
5. Applicants must comply with all applicable federal, state and local permitting, zoning and code requirements.

6. Awardees are required to incorporate accessible design standards into their charging station projects. Guidance on accessibility for charging stations can be found [here](#). Charge Ahead Colorado requires that 5%, but no less than one (1) parking space, incorporate accessible design. Applicants may not meet this requirement by installing a station adjacent to a signed ADA stall.
7. Applicants must share charging station data with CEO as outlined in the data reporting requirements below under “Reporting Requirements.”
8. Applicants must submit station information to the [DOE’s Alternative Fuels Data Center](#).

Reimbursement

1. All claimed eligible costs and final invoicing must be provided in a legible format and are required on a form provided by CEO following an award. In order for costs to be deemed eligible, they must be incurred during the effective dates of the CEO Purchase Order.
2. Backup original invoicing will be required at the time of reimbursement submittal. It is the responsibility of the applicant to ensure documents are clear. If documents are illegible, confusing or incorrect in any manner, the project documents will be returned to the grantee for resubmission. If the grantee does not comply, the project may not be funded.

As the project applicant, I hereby certify and agree to the aforementioned Mandatory Criteria.

Sign and Print Name

Section III. Scope and Project Justification

1. Please provide an overview of the project that you are submitting including a description of the location(s), number and type of chargers, who is likely to use the chargers (e.g. employees, residents, general public), and anticipated usage initially and over time.

Routt County is currently constructing our Health and Human Services Building (HHS) in downtown Steamboat Springs. The new facility will house the Departments of Human Services and Public Health. The building design includes a nine space parking lot with two dual-port electric-vehicle charging stations which will offer charging to people utilizing services in the HHS Building, as well as staff members. Usage of the EV Charging stations is expected to be high. There are limited EV Charging locations in downtown Steamboat Springs and those available are frequently occupied. There is an obvious increase in the number of electric vehicles in Routt County and the demand for charging stations will surely increase as the number of electric vehicles continues to climb.

2. Describe nearby amenities (i.e. public facilities, museums, parks, etc.), advantageous locations, and hours of access. Examples of advantageous locations include tourist destinations, a scenic or historic byway, National Park, charging station gap etc.

The Routt County Health and Human Services Building is located in the heart of downtown Steamboat Springs, one block from US Highway 40. Steamboat Springs offers a multitude of activities for visitors and is particularly well known for its world-class skiing, historic downtown, hot springs, and access to many types of outdoor recreation. Steamboat Springs is

approximately 150 miles west of Denver in an isolated part of Northwest Colorado. Many visitors arrive by private vehicle and charging opportunities are limited in Steamboat Springs and the surrounding rural area. A visitor to the region driving an electric vehicle must plan accordingly; charging is limited along Highway 40 west and east, Hwy 131 south, and Hwy 13 north to Wyoming.

3. If you are applying for more than one location, indicate top priorities for funding if grants funds are limited.

Routt County is only applying for one location in this grant cycle.

4. How will this project be completed if funding isn't awarded?

Routt County seeks grant funding to support the EV stations which were not budgeted for in the HHS construction budget. If this grant is not award, the Facilities Management Division will request a supplemental budget to complete this project.

5. Please provide a thorough description of how this project will increase adoption of electric vehicles. Explain how the location(s) satisfies existing demand or increases access for future demand, how the number and type of stations are appropriate for the expected utilization, and how you'll ensure the stations are well-maintained and provide reliable access for drivers.

Steamboat Springs is an isolated mountain town. Electric vehicles are increasingly more practical for locals, however, this practicality is dependent on access to EV charging stations. As a tourist destination, the prevalence of out-of-town EVs is evident. Considering the remote location of Steamboat Springs, the accessibility of EV stations is dually important. The centrally located HHS building will provide EV capabilities for people utilizing county services as well as the increasing number of county employees who own EVs. Parking limitations in resort communities is a known issue, and dedicating four parking spots to charging is a significant commitment for Routt County. The stations will become the responsibility of the Facilities Maintenance Department and will be purchased with a maintenance agreement to ensure reliable operation in years to come.

If you are installing charging stations for your fleet, do you currently have electric vehicles in your fleet? If not, have you ordered the electric vehicle(s), and if so, how many and what is their anticipated arrival date?

There are currently no electric vehicles in the Routt County fleet. Fleet vehicles are scheduled for replacement based on age and mileage. The current policy allows departmental requests for EVs upon scheduled replacement of existing fleet vehicles. The expectation is that EV orders will begin in 2023. Fleet charging is currently being planned for our motor pool parking and Charge Ahead funds will be applied for in another grant cycle.

6. Are you applying for an enhanced Disproportionately Impacted (DI) community incentive? If so, please refer to the Colorado Energy Office's Transportation Electrification Equity Criteria [mapping tool](#) to ensure your project is eligible and to the Application Guide located on the application portal landing page for further information on qualified projects.

No, this location is not eligible for the DI incentive.

7. Are you applying for an enhanced Income Qualified (IQ) Multifamily Housing incentive? If so, please refer to the Application Guide located on the application portal landing page for further information on qualified projects.

No, this location is not eligible for IQ Multifamily Housing.

Applicants for this incentive must upload a land use restriction agreement.

Please refer to the Colorado Energy Office's Transportation Electrification Equity Criteria [mapping tool](#) to determine your site's eligibility for the enhanced incentive. Eligibility criteria for the enhanced incentive can be found in the Application Guide.

Section IV. Planning Criteria

Organizations applying for funding need to demonstrate their ability to successfully install the charging station(s) including operating and maintaining the station(s).

1. Has your organization secured the funding needed to ensure the successful completion of this project, including the required match and any additional costs? Describe any budget approvals you have received, or need to receive, from Town Councils, County Commissioners, HOA boards, company management etc.

Yes, funds for charging stations is requested in the 2023 fiscal year budget. The budget request is for the full cost of new charging stations at the HHS building and does include the Charge Ahead grant funds (\$18,000) as revenue. This budget will not be formally approved until later this year; however, there is support for this project from County Commissioners. This project is in line with the goals of the county's Climate Action Plan.

2. If applying for either a multifamily or workplace project, how many residents or employees live or work at the proposed location?

The Health and Human Services Building will house approximately 40 – 50 employees. Parking for employees will be available in several nearby locations in addition to the HHS parking lot.

3. Workplaces and HOAs may consider completing an employee / resident survey to demonstrate demand for charging station requests. Has your organization completed such a survey?

No survey has been completed.

A survey is recommended but not required for workplace and multifamily applicants. Applicants are encouraged to use a survey platform (Google Forms, SurveyMonkey etc.) to easily solicit, analyze and share results. If completed, please provide a summary of the survey results here. An example survey template is available [here](#).

4. Please provide the address(es) of the charging stations.

Location Name	Charging Station Type	Address	City	State	Zip
Routt County HHS	Dual port, Level II	136 6 th Street	Steamboat Springs	CO	80487

5. Please describe the parking lots' ability to comply with Design Recommendations for Accessible Electric Vehicle Charging Stations per the [Access Board](#). Please explain your approach to accessible design and how you intend to meet this requirement. Is there anything that would prevent you from designing an accessible site?

The parking area is limited in size; however, of 9 total spots available, the plan is to have two dual-port stations with one space designed for accessibility per the Access Board recommendations. The advantage of installing these stations during new construction is that the design isn't limited by existing structures; we can work with our architect and design team to ensure compliance with the recommendations for accessibility.

6. Will the charging stations be publicly available? If all of the units won't be publicly available, how many will be? Please explain.

Parking will be regulated in-line with our current procedures. Parking is available for those conducting county business during normal business hours. No overnight parking will be permitted. No further limitations are expected.

7. Is your organization planning to charge a fee for charging station use?

If your organization is planning to charge users, please explain the anticipated fee structure.

There are no current plans for fees to be charged to users.

8. For DCFC(s), please indicate the kW of your proposed station(s) (50, 62.5, 150 kW, etc.). Provide details of the business model including utility rates, operational costs, cost to charge at the stations, and anticipated revenue.

- a. The price to charge for drivers should be fair and reasonable, and the pricing model should be clearly described including the approach used to develop charging rates. Applicants should clearly demonstrate that they have discussed the project with their

local utility, understand the implications of the technology, and have a clear understanding of the utility rates and cost implications when operating a DCFC station.

9. Have you contacted your utility to discuss the implications of installing a DCFC station at this location? Please summarize the discussion that took place including any information on cost implications, potential interconnection requirements, site power capacity, etc.
10. Are charging stations mandated in your community by local code or required by your organization? If yes, please note those requirements and whether you are applying for stations that go beyond compliance with local code or organizational requirements.

No current codes require installation of charging stations and there are no internal policies directing installation of charging stations.

11. If there's a possibility that you will install additional charging stations in the future, have you considered pre-wiring for additional charging stations? Please explain.

Stations for on-street parking will be available adjacent to the HHS building. This location is a City of Steamboat Springs right-of-way; therefore, any additional stations will likely be owned and installed by another entity. During HHS construction, conduit was installed to facilitate wiring for future stations. The goal would be a collaborative approach to installation of future stations between Routt County and the City of Steamboat Springs or another managing entity.

Section V. Requirements

Upon project completion, CEO requires read-only access to the network dashboard for information on the charging station(s) usage (i.e. time of use, duration of use, # of customers, mileage, kWh used etc.). The grantee will be required to provide such access to the data to CEO for utilization information for a minimum of five years. CEO may share this information at an anonymized and/or aggregated County level on the EValuateCO dashboard or other platform at the discretion of CEO or with anyone requesting such data. Should anyone request more detailed data or information, CEO may execute a separate data sharing agreement in consultation with the applicant. Pursuant to the Colorado Open Records Act, C.R.S. § 24-72-201 to 206, CEO shall treat Personally Identifiable Information (PII) and proprietary information as confidential.

As the project applicant, I hereby certify and agree to the aforementioned Reporting Requirements.

Sign and Print Name

"I understand that my organization must be registered and in Good Standing with the [Colorado Secretary of State's Office](#)."

Yes

No

I understand that accessible design features must be incorporated into the charging station project in order to receive grant funding. Not less than 5%, but no fewer than one (1) of all charging station stalls provided on site must be accessible. Please refer to the [Access Board](#) for details on accessibility and charging stations.

Yes

No

Section VI. Final Documentation Required

Upon completion of the installation, the following documentation is required for CEO to reimburse for eligible costs on all projects:

1. Final Report
2. Summary Invoice / Reimbursement Request
3. Legible copies of all sales / invoices showing the purchase price and amount paid by the applicant for the EV charging stations and the number of units purchased
4. Digital photograph(s) of the completed unit(s)
5. Date(s) of installation, installation completion and when the unit(s) is operational
6. Confirmation that the charger is registered with the AFDC

Documentation will be required to be submitted via the Grant Management portal and the account established with each awardee. Reimbursement documentation will not be accepted via email or other form.

Section VII. Additional Relevant Information

1. Have you spoken with a [ReCharge Colorado Coach](#)?

Yes, Martín Bonzi of CLEER has assisted with our planning and application.

2. How did you hear about the Charge Ahead Colorado program?

The Charge Ahead program was identified as an opportunity early in our construction process. Several Routt County staff members were familiar with the program.

3. Is there any additional relevant information that will assist the Evaluation Committee in understanding the proposed project?
4. Are there any additional documents that help support your application (i.e. sustainability plans, site design documents / photos, smart charging plans, fleet implementation plans, etc.)? If yes, please attach any additional relevant information. If you are attaching documents, please include a description of the documents attached.

The Routt County Climate Action Plan (attached) identifies ambitious but attainable goals for EV adoption in Routt County. The increased availability of EV charging stations will provide incentive for residents to consider conversion to electric vehicles. The Climate Action Plan calls for 20 percent of registered vehicles in the County be EVs by 2030, with 95 percent of registered vehicles being electric by 2050.